



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

TRAFFIC SIGNAL FIELD SUPERVISOR

OPEN (Job Code 122268060)

CAREER OPPORTUNITY

The Las Vegas City Employees Association is the exclusive representative for eligible employees relative to collective bargaining.

REVISED

OPENING DATE: June 13, 2012 at 7 a.m.

FILING DEADLINE EXTENDED: June 28, 2012 at 4:30 p.m.

Current Monthly Starting Salary: \$5,242.94

Please attach your SUPPLEMENTAL ASSESSMENT to your application.

The purpose of this recruitment effort is to establish an eligible list for future job openings.

JOB SUMMARY: This position will plan, prioritize, assign, supervise, and review the work of staff responsible for installation, maintenance and repair of traffic signals and other intelligent transportation system devices, electrical systems, signal controllers or electronic equipment; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Equivalent to graduation from high school. Additional specialized training in electrical systems and solid state electronic circuitry is essential.
- Three years of increasingly responsible experience in the repair, maintenance, construction or installation of traffic related electrical or electronic systems and one year of supervisory or lead responsibility.

LICENSE AND CERTIFICATE:

- Possession of an appropriate valid driver's license on the date of application, and maintenance thereafter.
- Possession of an International Municipal Signal Association (IMSA) Traffic Signal Electrician or Technician II Level certification or higher on date of application.
- On the date of application, provide documentation of completion within the last five years of an OSHA-30 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.
- Possession of an International Municipal Signal Association (IMSA) Traffic Signal Electrician or Technician III Level certification within six months of date of appointment, and maintenance thereafter.

SEE REVERSE FOR MORE INFORMATION

TRAFFIC SIGNAL FIELD SUPERVISOR
Job Code 122268060

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the First Floor of City Hall, 495 S. Main Street, Las Vegas, NV 89101. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

TYPE OF EXAMINATION: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. The supplemental assessment is the examination and must be worked on individually by the applicant only. Falsification of information may result in disqualification from a recruitment or removal from a City position. Additional information will not be accepted after the closing date. **The Training and Experience supplemental assessment of all qualified applicants will be reviewed for placement on an eligible list.**

NOTIFICATION OF TEST SCORE FOR T & E: Your test results will be available online at the following web address, www.LasVegasNevada.gov. Because the testing method for this recruitment is the scoring of the Training and Experience supplemental assessment, scores will be available to view online ten (10) working days after the filing deadline and will be available online for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Recruitment & Employment Services Division at (702) 229-6315.

The City of Las Vegas offers a comprehensive benefits package for all regular full time employees which includes: **Vacation and Sick Leave:** Annual leave is accrued from the first day worked, and employees are eligible to take annual leave after completion of 6 months continuous full-time service. Sick leave is accrued at 4 hours per biweekly pay period for an annual total of 13 days. **Retirement:** Employees are covered under the State of Nevada Public Employees Retirement System (PERS) as an employer paid agency. Employees are vested upon completion of five years in the retirement system. For details on PERS go to www.nvpers.org. **Health Insurance:** The city pays 100% of the premiums for employee medical, dental and vision premiums. For dependents, the city covers 50% of the premiums, with the employee providing the other 50%. The city is self-funded and medical coverage is a Consumer Driven Health Plan (CDHP); a Preferred Provider Organization (PPO); or a Health Maintenance Organization (HMO). The dental plan is offered-through Preferred Dental and the vision plan is administered by Vision Service Plan (VSP).



City of Las Vegas

Traffic Signal Field Supervisor

**Supplemental Assessment
(Required)**

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. Civil Service Rules require the completion of the application in its entirety. You may attach a copy of your resume, but it is the application that will be used to determine your qualifications. **Please be thorough.**

The supplemental assessment is the tool by which we will evaluate your work experience, as it relates to this position. This assessment will be used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assistance with our process.

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment are true.

Signature

NAME: _____
Please print

Social Security Number: _____

Date: _____

Traffic Signal Field Supervisor – 2012
Supplemental Assessment

EDUCATION / LICENSE / CERTIFICATION

Please complete the following information:

Do you have a high school diploma or an equivalency? Yes ☐ No ☐

Do you have a degree from an accredited college or university? Yes ☐ No ☐

Major _____

Minor _____

School name: _____

Location: _____

Do you have three (3) years of increasingly responsible experience in the repair, maintenance, construction or installation of traffic related electrical or electronic systems? Yes ☐ No ☐

Please indicate below where you have this experience:

Do you have one (1) year of supervisory or lead responsibility? Yes ☐ No ☐

Please indicate below where you have this experience:

Do you have a valid driver's license? Yes ☐ No ☐

Do you possess an International Municipal Signal Association (IMSA) Traffic Signal Electrician certification or Technician II level certification (or higher)? Yes ☐ No ☐

Do you have an OSHA-30 course certification? Yes ☐ No ☐

Do you possess an International Municipal Signal Association (IMSA) Traffic Signal Electrician certification or Technician III level certification? Yes ☐ No ☐

***Traffic Signal Field Supervisor – 2012
Supplemental Assessment***

Please attach copies of any of the above certifications/degrees to your application

1. Please indicate if you have completed any of the following as part of your training:

Basic Electricity ☐ YES ☐ NO

Basic Electronics ☐ YES ☐ NO

Personnel Supervision ☐ YES ☐ NO

Construction Practices ☐ YES ☐ NO

Basic Communications ☐ YES ☐ NO

Computer Operations ☐ YES ☐ NO

2. Which statement BEST describes your experience in monitoring the work of staff *responsible for traffic signal or Intelligent Transportation System maintenance and repair.*

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

3. Which statement BEST describes your experience in monitoring the work of staff *responsible for traffic signal or Intelligent Transportation System construction.*

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

***Traffic Signal Field Supervisor – 2012
Supplemental Assessment***

4. Which statement BEST describes your experience in ***monitoring the work of contractors working on traffic signal or Intelligent Transportation Systems.***

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

5. Which statement BEST describes your experience in ***reviewing traffic signal or Intelligent Transportation System construction plans or schematics.***

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

6. Which statement BEST describes your experience in ***working with the Manual on Uniform Traffic Control Devices while working on Traffic Signal or Intelligent Transportation Systems.***

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

***Traffic Signal Field Supervisor – 2012
Supplemental Assessment***

7. Which statement BEST describes your experience in ***reviewing and estimating traffic signal or Intelligent Transportation System project costs.***

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

8. Which statement BEST describes your experience in ***researching and disseminating information to the public concerning traffic signal operations/maintenance.***

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

9. Which statement BEST describes your experience in ***evaluating traffic signal operations and performing or assisting with making decisions for changes in traffic control.***

- ☐ no experience
☐ have only observed others performing this task
☐ have this experience, but need additional training
☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

***Traffic Signal Field Supervisor – 2012
Supplemental Assessment***

10. Which statement BEST describes your experience in ***scheduling repairs and maintenance of all traffic signal or Intelligent Transportation System devices and apparatus, as needed.***

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

11. Which statement BEST describes your experience in ***monitoring the work of staff responsible for electrical/electronic maintenance, repair, or construction.***

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

12. Which statement BEST describes your experience in ***developing and providing performance evaluations to assigned staff.***

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

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13. Which statement BEST describes your experience in ***reading and interpreting electronic or electrical blueprints, schematics and drawings.***

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

14. Which statement BEST describes your experience in ***establishing schedules and methods of job completion for assigned staff, including assigning duties, identifying resource needs, and allocating resources accordingly.***

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

15. Which statement BEST describes your experience in ***providing or coordinating training to subordinate staff.***

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____

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16. Which statement BEST describes your experience in *participating in the preparation and administration of organizational budget; procuring parts and equipment; submitting budget recommendations; and monitoring expenditures*

- ☐ no experience
- ☐ have only observed others performing this task
- ☐ have this experience, but need additional training
- ☐ have this experience and have applied it on the job

I have _____ years of experience.

Which employer(s) listed on your application is associated with this experience? _____
